



Protocol for Live Video 'Catch-Up' Sessions Between School and Home

During the school day, children and adults will receive an invite to connect to a Live 'Catch-Up' Session via a Teams weblink posted in Seesaw Announcement or Activity, where they can chat with and see each other. This Live Session is only open to those children who are invited to join the chat. There will be 1 Live Sessions a week and timetables to ensure that different classes are on at different times so siblings have a chance to attend.

The 'Catch-up' sessions are not compulsory, so your child does not need to attend but may benefit children's well-being. We appreciate that not all families will be able to. If you would like to but are unable to due to technology restraints, please get in touch in case we can help.

During any form of live online meeting, maintaining the safety and privacy of all users is paramount. The safety of both children and staff when using this technology is paramount and we will be following relevant advice from DfE and the NSPCC. Therefore, a strict set of protocols must be followed by all involved. Failure to adhere to these protocols may result in the individual being removed from the chat or the chat being terminated for all parties.

Rules for engaging with a live video call from home:

1. Video meetings should take place in a family room in the house, such as a living room or kitchen. Children may not join a video call from their bedroom.
2. Check to make sure that nothing private is visible behind you.
3. Only the child invited to the chat should be seen and heard during the call. Anyone else in the room should be out of view.
4. A supervising adult should remain in the room for the duration of the video call.
5. Children should be dressed appropriately (not in pyjamas), although school uniform is definitely not required.
6. All members of the household must be aware that the meeting is taking place and make sure they are also suitable dressed and use appropriate language and behaviour when nearby or in the background.
7. Screenshots, photos or recordings of Teams meetings must not be made and the links must not be shared with others.
8. Cameras should remain on for the duration of the call.
9. Participants will be held in a virtual waiting room while their identity is confirmed.
10. Microphones should be muted when not required – all children should be familiar with how to mute and unmute themselves.
11. You must make sure you and your child have 'logged off' the call correctly once it is finished - before turning off any devices.
12. The chat facility should not be used unless directed to do so by the teacher.
13. Teachers will stay in the meeting until everyone has 'logged off'.
14. In groups of more than one child, a teacher and one other staff member will be present throughout the video call to help safeguard all participants and monitor appropriate use.
15. If, during the call, a child decides to talk about something of a sensitive nature, the teacher will divert the conversation onto a new topic. If required, a follow-up phone call will then be made home by either the teacher, TA or a Designated Safeguarding Lead.

Should you have any queries please contact your child's class teacher or the office, via the school office's telephone number or email.